



**Application form to correct details on a  
Birth Registration**

Full guidance for completing this form can be found in the leaflet:  
**'How to apply for a correction to a birth registration'**

This can be obtained from any register office or from the General Register Office.

**This form should be used when applying for a correction to the General Register Office  
You need to complete all sections of the form and then complete the checklist overleaf**

**Your Name**

**Your contact details.**

Please include address, telephone number and email address

Address:

  
  
  
  
  

Telephone number:

Email address:

**Child's full name as stated on birth certificate**

**Child's date of birth as stated on birth certificate**

**Your relationship to the person named on the certificate**

*See guidance leaflet, Section 4.*

**Details of the error(s)** Please clearly explain in the boxes below what is **wrong** and **what the correct details are**

What is wrong :	What the correct details are :

Please give as full an explanation as possible of how the error occurred

**I have enclosed a certified copy of the birth certificate that needs correcting.** *See guidance leaflet, Section 6*

YES  NO

**I have enclosed certified copies of suitably dated document(s) which show the correct information** *See guidance leaflet, Section 6 & 7*

YES  NO

**I would like my certified copies back**  
*See guidance leaflet. Section 7.*

YES  NO

**I want to go to the register office to witness the correction being made** OR  
*See guidance leaflet, Sections 5 & 8*

**I am happy for the correction to be made in my absence and I understand that the correction will be a note in the margin**

*See guidance leaflet, Sections 5 & 8*

**Please tick one box only**

Please note: **before** certain types of corrections can be authorised, you may be asked to make a statutory declaration. The declaration must be signed by someone who legally can attest an oath. A fee may be charged for this service. If you need to make a declaration we will send a pre-worded form to you once your case has been assessed. *See guidance leaflet, Section 8.*

*We aim to* reply to your initial application within **10 working days**. However, if we ask you for more information or you need to send in more paperwork, you should expect each further reply to take up to **20 working days**.  
*See guidance leaflet, Section 9.*

**Please include any further information you think may be relevant**

**Contact details - Mother (if not given overleaf)**

**Contact details - Father (if not given overleaf)**

Address:

  
  
  
  
  
  
  
  
  
  

Telephone No:  
Email Address:

Address:

  
  
  
  
  
  
  
  
  
  

Telephone No:  
Email Address:

**I declare that the information supplied is true to the best of my knowledge and belief and that the evidence enclosed is a true copy of the original documentation**

**I declare that the information supplied is true to the best of my knowledge and belief and that the evidence enclosed is a true copy of the original documentation**

Mother's signature

  
  
  
  
  
  
  
  
  
  

Date:

Father's signature

  
  
  
  
  
  
  
  
  
  

Date:

**If the correction is to the child's name and both parents are named on the certificate, they must both sign the form**

**Check list**

**I have filled in all sections of the form**

**I have included a certified copy of the birth certificate that needs correcting**

**I have enclosed document(s) that show the correct information**

***For the purpose of detecting and preventing crime, information relating to an application may be shared and verified with other government departments or law enforcement agencies***

